

ANNUAL SCHOOL PLAN 2017/18

1. Major Concern: Implement a whole-school approach in career education

Strategies/Tasks	Time Scale	Success Criteria	Evaluation Method	People Responsible	Resources
1.1 Enhancing students' attitudes and habits about life planning	Sep. 17 – Aug. 18	<ul style="list-style-type: none"> Students have a good understanding of issues concerning attitudes and habits related to life planning. Students are developing good attitudes and habits about the careers they aspire to. Students acquire knowledge and skills of the multi-pathways leading to life-long learning and their life plans. 	<ul style="list-style-type: none"> Worksheets/essays before and after workshops/activities Surveys 	Career Teachers	<ul style="list-style-type: none"> External resources PTA Alumni
1.2 Enhancing Career Teachers' liaison work with other stakeholders	Sep. 17 – Aug. 18	<ul style="list-style-type: none"> Career Teachers can liaise frequently with stakeholders like parents, alumni and staff. 	<ul style="list-style-type: none"> Surveys Observers' comments 	Career Teachers	<ul style="list-style-type: none"> External resources Alumni
1.3 Equipping teachers for counselling in life planning	Sep. 17 – Aug. 18	<ul style="list-style-type: none"> Form Teachers and Subject Teachers can get more involved in career counselling. 	<ul style="list-style-type: none"> Surveys Observers' comments 	Career Teachers	<ul style="list-style-type: none"> External resources Alumni

2. Major Concern: Raise the moral & ethical standards and self-discipline of students

Strategies/Tasks	Time Scale	Success Criteria	Evaluation Method	People Responsible	Resources
2.1 Enhance students' understanding and concern for people in need in society	Sep. 17 – Jul. 18	<ul style="list-style-type: none"> • Every F.3 / F.4 student participates in at least one community service project outside school. • Students' sharing on their experiences displays in-depth reflections. 	<ul style="list-style-type: none"> • Students' journals on community service • Teachers' observation and feedback on students' performance • Questionnaires on sustainability of students' interest in voluntary service 	<u>Lam C.K.</u> , Yiu K.W., Ma K.M., Chung S.Y.	<ul style="list-style-type: none"> • Community Youth Club • Life Education Team • F.3-4 form teachers
2.2 Involve stakeholders in a whole-school approach to boosting a sense of solidarity	Sep. 17 – Jul. 18	<ul style="list-style-type: none"> • Form Teachers of each form meet at least once each term to maintain good discipline and facilitate Life Education. 	<ul style="list-style-type: none"> • Feedback from teachers concerned • Questionnaires on school discipline and Life Education 	<u>Lam C.K.</u> , case workers from Counselling and Discipline Teams	<ul style="list-style-type: none"> • Discipline teachers • Guidance teachers • Form teachers

		<ul style="list-style-type: none"> Parents have active participation in various school functions. 	<ul style="list-style-type: none"> Attendance records of various school functions and parenting courses Feedback from parents 	<u>Ma W.L.</u> and members of Parent-Teacher Association	
		<ul style="list-style-type: none"> There is a satisfactory rate of participation in activities involving alumni. There is positive response from the alumni & student participants. 	<ul style="list-style-type: none"> Feedback collected by project leaders from staff and participants at regular intervals Questionnaires and reflection journals from participants analyzed and evaluated by project leaders Turnout rate of participants 	<u>Tam L.Y.Y.</u> and advisors of the Alumni Association	SKHTST Alumni Association Ltd
2.3 Enhance self-discipline of students	Sep. 17 – Jul. 18	<ul style="list-style-type: none"> Special assemblies are arranged for each form to remind students about disciplinary matters in the first two days of the school year. Work with “Career Counselling Committee” to teach students proper career ethics. A “Class Manners Competition” will be organized in Junior Forms. 	<ul style="list-style-type: none"> Feedback collected from teachers in regular form meetings. Feedback collected from school prefects in regular prefects meeting. Feedback collected from discipline teachers in regular team meetings. Statistics of disciplinary cases in each term. Questionnaires from teachers and students 	<u>Lam C.K.</u> Discipline Committee & Career Counselling Committee	

3. Major Concern: Enhance Integrated Education

Strategies/Tasks	Time Scale	Success Criteria	Evaluation Method	People Responsible	Resources
3.1 Develop an Integrated Education culture	Sep. 17 – Jul. 18	<ul style="list-style-type: none"> Integrated Education activities are integrated into community service projects. One Day 4 assembly is dedicated to a topic related to Integrated Education. Current issues on Integrated Education are incorporated into the Moral Education curriculum conducted in the form teacher's period. More teachers receive special training to help students with special educational needs of different categories. 	<ul style="list-style-type: none"> Questionnaires Feedback collected from moral education evaluation meetings CPD records 	<u>Yiu K.W.</u> , Wong K.Wai, Lam C.K., Lee S.W., Ma W.L., Pun K.C., Tse P.Y., Shek T., Leung Yee W., Ng K.W., Chung S.Y.	<ul style="list-style-type: none"> Learning Support Grant Integrated Education Assistant
3.2 Provide support for teachers teaching SEN students	Sep. 17 – Jul. 18	<ul style="list-style-type: none"> Subject teachers will be informed of the supporting strategy for each SEN student. Case conferences will be conducted when necessary to promote collaboration among teachers. A school-based seminar is provided for staff on a Staff Development Day. 	<ul style="list-style-type: none"> Questionnaires SEN students' progress reports Questionnaires on the Staff Development Day 	<u>Yiu K.W.</u> and Learning Support Team members	<ul style="list-style-type: none"> Learning Support Grant Integrated Education Assistant
3.3 Collaborate with parents of SEN students	Sep. 17 – Jul. 18	<ul style="list-style-type: none"> Teachers of the Learning Support Team contact parents of each SEN student at least twice each academic year. 	<ul style="list-style-type: none"> Feedback from parents of SEN students 	<u>Yiu K.W.</u> and Learning Support Team members	<ul style="list-style-type: none"> Learning Support Grant Integrated Education Assistant

SKH Tsang Shiu Tim Secondary School
Three-year plan – Provision of DLG funded programmes
for the sixth cohort of senior secondary students (from 2017/18 to 2019/20) school year

DLG funded programme(s)	Strategies & benefits anticipated	Name of programme(s) / course(s) and providers	Duration of the programme / course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning / success indicators	Teacher-in-charge
					17/18	18/19	19/20		
Other programmes (Network Prog)	In view of the small number of students opting for music, this programme is networked with HKBU Affiliated School Wong Kam Fai Secondary and Primary School	Music (Network programme)	3 years	S4 – S6 students of this cohort of students	2	2	2	Students will take HKDSE Examination	Jointly organized with HKBU Affiliated School Wong Kam Fai Secondary and Primary School

DLG funded programme(s)	Strategies & benefits anticipated	Name of programme(s) / course(s) and providers	Duration of the programme / course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning / success indicators	Teacher-in-charge
To Other programmes (Gifted Education programme)	To strengthen the updated knowledge and skills in biological science	Biology	2 years	S5 – S6 students of this cohort of students	-	10	10	Students will improve their skills and knowledge in biological science	Seto S C
	To strengthen the updated knowledge and skills in chemistry	Chemistry	1 year	S6 students	-	-	10	Students will improve their skills and knowledge in Chemistry	Chow S I
	To strengthen the Chinese Language skills	Chinese Language	1 year	S4 students	15	-	-	Students will improve their Chinese language skills	Chan S C
	To strengthen the appreciation skills on writing	Chinese Literature	2 years	S5 – S6 students of this cohort of students	-	10	10	Students will improve their skills in writing	Leung Y W
	To strengthen the critical thinking skills	Liberal Studies	3 years	S4 – S6 students of this cohort of students	15	15	15	Students will improve their critical thinking skills	Sung S M

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	To strengthen the mathematical skills	Mathematics	3 years	S4 – S6 students of this cohort of students	15	15	15	Students will improve their mathematical skills	Shek T
	To strengthen their skills in appreciation of the physical world and their associated calculations	Physics	3 years	S4 – S6 students of this cohort of students	20	20	20	Students will improve their skills in calculations and appreciation of the physical world	Lau Y K
	To strengthen the writing skills in Chinese	Putonghua	1 year	S4 students of this cohort of students	15	-	-	Students will improve their skills in Chinese writing.	Chan P Y